

# Coaching Log Instructions

Codes:	Explanation
<b>C</b>	Curricular support —assist with the "what" of teaching (ie: assisting teachers with selecting content, aligning with standards, pacing, curriculum mapping, selecting instruction appropriate to the content).
<b>D</b>	Data related support (ie: assisting teachers with data collection and analysis, examining student work, data driven decision making, test preparation, etc.)
<b>I</b>	Instructional assistance — assist with the "how" of teaching (ie: observe instruction and provide feedback, consult or discuss ideas for effective instructional strategies, etc)
<b>M</b>	Assist with classroom management and organization issues (ie: set up classroom, establish routines, manage student behavior, discipline, etc.)
<b>T</b>	Teach/model/co-teach -- demonstrate teaching (model a lesson or strategy) or direct co-teaching of students <u>with</u> the classroom teacher or conduct observations with the intent to provide feedback of teaching.
<b>R</b>	Resource assistance -- help gather materials and find resources for teachers.
<b>P</b>	Planning activities related to specific lessons and/or instruction with individual teachers or groups.
<b>PD</b>	Coach's personal professional development where the coach is learning. (ie: training, workshop, institute)
<b>SM</b>	Attending a school meeting where coach is not facilitating professional development (ie: principal meeting, leadership team, SIT team, etc.)
<b>DM</b>	Attending a district meeting where the coach is not facilitating (ie: IC Connect, task forces, etc.)

## Directions for capturing the nature of your work and time spent with teachers...

1. Customize your record sheet by entering the initials and student grade level for all the teachers you serve in the first column. Devote a separate row to each individual teacher (even if you usually work with them in groups) and one for yourself. Once you have created the list, simply copy and paste the name and grade level data for the rest of the months.

2. Name the file using your last name\_school\_month, so the October file from Meghan Smith, MVHS would be: smith\_MVHS\_oct **Note: Use abbreviations**

3 In the appropriate cells for the day of the month, enter two pieces of information. First, enter **one** code that best describes the primary nature of your interaction with each teacher in the correct column (). Use additional codes sparingly and only if a single code can not capture the essence of your interaction. Second, enter the number of minutes you interacted with that teacher. Round it to the nearest 5 minutes. Leave spaces blank when you do not have substantive interaction with a teacher on a given day. If you work with a group, enter the same code for every teacher in the group and record the time per teacher by dividing the total time spent by the number of number of teachers in the group. (ie: If you spent 1 hour with a group of 4 teachers, record 15 minutes for each of the 4 teachers)

4. Use **Anecdotal notes** to keep reflect on your work and record observations, experiences and insights.

## Specific Uses for the 2009 CoachLog Codes

### Planning:

New: “Planning” is recorded as instructional coaches’ planning for teachers.

*Change: Record planning conversations with teachers by topic and time under the teachers’ names*

Examples: planning to model teaching or co-teach for a teacher, planning a workshop or meeting for a team or group

Record: Code P under the teacher for whom you will teach or the group whose meeting you planned

### Instruction:

Examples:

- Conversation with teachers about instructional strategies. (ex. interactive writing, guided reading, a craft lesson for writing)
- Covering a class so they can observe someone else’s instruction.
- Taking walk throughs to be aware of what teachers are doing.

These are usually for the purpose of observing instruction and instructional strategies.

*exception: If the purpose of the walk through is to observe classroom management, record it as Management.*

Record: Code I and the time under the teachers’ names.

### Teaching

Teaching refers to when the instructional coach is in the classroom either modeling or observing the classroom teaching

### Facilitating and Workshops

These activities are still recorded but now by topic and time under the group names.

ex: If you conduct a 60-minute data workshop for the whole staff on Wednesday afternoon, you will record “D 60” under “whole staff”.